

## PRIVACY POLICY AND INFORMATION NOTICE ON PROCESSING OF PERSONAL DATA

We welcome you to **ANAGNOSTAKIS TOURS**, a **TRAVEL AGENCY**, based in **Argiroupoli, Attica, Greece**. The information provided here describes how **ANAGNOSTAKIS TOURS** collects information about you, whether you are a member of staff, a customer or a potential customer. We value your privacy so we would like to outline the way in which your personal data is treated by our organization.

### **Who collects your personal data and what kind of information we use**

Our company collects personal data under the **GDPR (Rule 679/2016)** which is the legal framework in the EU. The collected information considered **personal data** is the information which identifies you personally, along or combined with other information. You, probably, provide us data when you apply for a job, when you sign a work contract with us or send us the information for other reasons. In most of the above situations we will, probably, collect your e-mail address for business purposes. We may, also, collect information like your name, physical address and contact details. We do not collect such information through our website since we do not use cookies or any type of encryption of your data. The purpose of our website is, only, informative.

We do not collect sensitive information (**under the meaning of article 4 GDPR**) unless it is given voluntarily. We may use medical or other sensitive personal data, provided by you, to meet your needs under contractual obligations.

### **Personal Data Processing- Legal Basis**

- We process your personal data in a framework of a contract with you. That means it is used to carry out the obligations arisen by contractual obligations between us.
- We also collect the information with respect to processing a job application.
- Information may also be collected in order to comply with legal obligations as those are dictated by national or international law. Such obligations are usually related to accounting, tax or/and labor authorities.
- Moreover, we collect and use your personal data in order to be effective when we deal with issues connected to your fundamental rights as an individual. Such data refers to health and safety, the applicable regulation

for the technical support as well as the transfer or change of personal data related to business matters.

- We collect your data under your explicit consent for the purposes mentioned above and for the time which is necessary for the completion of any contractual obligations between you and our organization.
- Lastly, for the protection of goods, individuals as well as the premises, there is CCTV monitoring in operation in our facilities according to the national (Greek) law.

### **Your rights as a Data Subject**

Under the GDPR you have specific rights, which **ANAGNOSTAKIS TOURS** , follows. These are listed below:

- You have the right to ask the Organization to confirm if we have collected any of your personal data and the way in which it has been used, if applicable.
- You have the right to ask for a correction or erasure of your personal data
- You have the right to access / restrict / object to the use of your personal data, in case this data is no longer needed or it is inaccurate.
- You have the right to withdraw any consent provided to **ANAGNOSTAKIS TOURS** along with the right to address a complaint to the supervisory authority.
- We do not provide your personal information to third parties.

### **Transfers and duration of Personal Data in ANAGNOSTAKIS TOURS**

Your personal data collected and stored in our Organization is transferred for contractual or business purposes to related companies. In case we use your data for the aforementioned reasons we will transfer it, process and store it for the duration of our relationship with you (either as member of staff, member of the board of directors, client or other). For as long as our relationship with you is valid and in order to fulfill our contractual and legal obligations, we process and store your personal data. So, the duration of the storage and processing of this data

may be on a short or long term and basis and it will be used only for the purposes for which it has been collected and processed.

We may share your personal data with companies, affiliates and other entities that perform services on our behalf. We may disclose personal information, in good faith, in order to comply with the law or the judicial system. It is, also, possible to disclose personal data in order to cooperate with a government investigation, preventing a possible crime (e.g. fraud).

### **We delete your personal data:**

- When the reason or reasons for which the personal data collected and processed, is no longer needed due to the absence of contractual reasons
- When you withdraw your given consent

### **Security measures**

Our precautions regarding the protection of your personal data are commercially reasonable. Even if perfect security on the internet doesn't exist, we follow a strict policy regarding the access to personal data by authorized employees only. The precautions and safety measures refer to physical files, containing personal data, as well.

### **How to Update, access, correct your personal information**

If you would like to access, update or correct your personal data please contact us by sending an e-mail to [info@anagntours.gr](mailto:info@anagntours.gr)

Please be advised that we will contact you and ask you to verify your identity. We reserve the right to modify our Privacy Policy at any time. Any changes we make to our Privacy Policy will be effective as of the date that policy is posted on our website and it will replace any prior Privacy Policy.